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GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE
WASHINGTON, D. C. 20408

June 14, 1965

*Fls prepared
have ready for
submission by
6 July 1965*

6/16/65

MEMORANDUM

TO : AGENCY RECORDS MANAGEMENT OFFICERS

SUBJECT: Vital Records Protection Status Reports

The date for submitting the annual Vital Records Protection Status Report is approaching. As you know, Federal Property Management Regulation, Subpart 101-11.701.8, prescribes that the status report be submitted by each agency as of June 30 or within 10 working days thereafter. It is to be prepared on GSA Form 2034 (Part I - Emergency Operating Records) and Form 2035 (Part II - Rights and Interest Records) and sent, in duplicate, to:

General Services Administration
National Archives and Records Service
Office of Federal Records Centers
Washington, D.C. 20408

We solicit your assistance in obtaining prompt submission of these reports by the July 15, 1965, due date. Some reports for past years have been delayed unduly and in a few instances some agencies have not reported. This perhaps resulted because reporting patterns had not been established.

If, for any reason, your agency will not be able to forward its submission for the current year on time, will you give us a telephone call (code 13, ext. 26530) indicating when we may expect to receive the report?

Thanks for your help on this.

Herbert E. Angel

Herbert E. Angel
Assistant Archivist for
Federal Records Centers